

DD/A 76-5121

15 OCT 1976

MEMORANDUM FOR: Comptroller

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Presidential Management Initiatives--
Productivity Measurement

REFERENCE : Comptroller Memorandum 76-1231 for
Deputy Directors, 27 August 1976,
Same Subject

In addition to those DDA productivity measures already provided by you to OMB, the following DDA activities are subjected to productivity measurement:

Office of Finance:

- Audit and certification of vendor invoices
- Audit and certification of travel vouchers
- Payrolling

Office of Personnel:

- Recruitment interviews
- Processing of employment applications
- Central personnel actions
- Staff personnel actions
- Retirement affairs
- Position classification
- Insurance claims processing
- Record keeping

Information and Privacy Staff:

- Cases completed
- Letters prepared

[REDACTED] STATINTL

John F. Blake

STATINTLMGAS/DDA/[REDACTED]:bja(15 Oct 76)

Distribution:

Orig & 1 - Addressee
1 ea - DDA Subject; DDA Chrono
✓P - MGAS Chrono

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27 AUG 1976

76-4329

MEMORANDUM FOR: Administrative Officer, DCI
 Deputy Director for Administration
 Deputy Director for Intelligence
 Deputy Director for Operations
 Deputy Director for Science and Technology

SUBJECT: Presidential Management Initiatives--
 Productivity Measurement

One aspect of the Presidential Management Initiatives is increased emphasis on productivity measurement. Moreover, we are on notice that we will have to include a substantial amount of productivity data in our next Congressional budget. Accordingly, we need a list of the productivity measurement activities now undertaken in your components and any new ones you plan to institute. We do not, at this juncture, need the productivity data themselves.



25X1A

James H. Taylor
 Comptroller

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IV. Productivity Measurement

Improve productivity measurements and extend such measurements to functions not presently covered.

Numerous productivity measurement systems are in operation throughout CIA; they are constantly being refined.

In data processing we measure:

- number of batch jobs per day,
- average turnaround time for batch jobs,
- number of records converted to machine language,
- mean time to failure for each computer system,
- mean time to repair for each system,
- number of requests for computer service completed each month, and
- number of customers (users) being supported concurrently on the interactive time shared computer system.

The Office of Communications measures:

- messages handled by the worldwide network (total and man-year), and
- messages processed at Headquarters (total and per-position).

Logistics measures:

- number of pieces of mail handled,
- amount of classified trash disposed of,
- number of printing jobs,
- number of printing plates made,
- number of procurement actions processed,
- number of safehouses acquired, terminated, and maintained, and
- number of line items packed and crated.

Security maintains productivity data on:

- overseas and domestic security surveys,
- overseas and domestic technical security support,
- technical security equipment instruction,
- field investigative assignments, and
- information release (handling of requests under the Freedom of Information Act, the Privacy Act and E.O. 11652).

We currently plan to extend productivity measurement in 1977 to:

- communications equipment repair and return, and
- cryptographic equipment distribution.

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MAS
Chine

SUBJECT: (Optional)

Presidential Management Initiatives

FROM:		EXTENSION	NO.
C/MAS/DDA		5003	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. (Office Directors)			
2.			
3.			
4.			
5.			
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10.			
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14.			
15.			
		DATE	
		26 August 1976	
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)			
<p>Attached are:</p> <p>1. Agency plan for implementation of the Presidential Management Initiatives. This was transmitted to D/OMB by memo fr DDCI dtd 24 Aug 76.</p> <p>2. OMB's Decision-Makers Checklist forwarded to DDA under memo fr Compt dtd 18 Aug 76.</p> <p>Note that the Comptroller selected only two efficiency evaluation studies from the list suggested by DD/A. The Agency plan lists:</p> <p>ODP's "Alternative Data Processing Equipment" and OP's "Survey of Applicant Processing Data Controls" (Ref: Initiative 2, para II)</p>			
STATINTL [REDACTED]			
<p>Distribution:</p> <p>Each DDA Office Director Assistant for Information</p>			

FORM
3-62610 USE PREVIOUS
EDITIONS SECRET CONFIDENTIAL INTERNAL
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SPEED LETTER		REPLY REQUESTED			DATE 19 August 1976
		<input type="checkbox"/>	YES	<input type="checkbox"/>	
TO : DD/A ATTN:		FROM: C/MAS			LETTER NO.
<p>Jack - FYI</p> <p>STATINTL received a call from [REDACTED] office this morning regarding O/Compt's selection among our proposed efficiency evaluations for responding to OMB's PMI. These are:</p> <p>ODP's "Study the use of a stand-alone minicomputer in place of a multi-programmed, large-scale processor for an information storage and retrieval application." and</p> <p>OP's "Survey the maintenance of data on the status of applicant processing to seek cost savings and service improvements."</p> <p>Rejected in favor of these two were our proposals regarding inefficiencies of dispersion, APP evaluation, and decentralized R&D.</p> <p>If you agree, I'll add the two efficiency evaluation studies to our FY 77 MBO program.</p> <p style="text-align: right;"><i>Helen</i></p>					
REPLY			DATE		
_____ SIGNATURE					
_____ RETURN TO ORIGINATOR					
_____ SIGNATURE					

SPEED LETTER		REPLY REQUESTED		DATE 17 August 1976
		<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
TO : DD/A ATTN:		FROM: C/MAS		
<p>Jack -</p> <p>Re your question as to what O/Compt proposes to send to OMB as the description of the Agency's ADP control mechanism (ref: PMI)</p> <p>STATINT [redacted] tells me that they will send OMB a description of the new ADP billing system.</p> <p> _____ SIGNATURE</p>				
REPLY		DATE		
<hr style="margin-bottom: 5px;"/> <p style="margin: 0;">_____ SIGNATURE</p>				
RETURN TO ORIGINATOR				

SPEED LETTER		REPLY REQUESTED		DATE 5 August 1976
		<input type="checkbox"/>	YES	<input type="checkbox"/>
TO : Acting DD/A		FROM: C/MAS		
ATTN:				
<p>Mike:</p> <p>STATINTL Per your instructions I contacted [REDACTED] on the OMB Presidential Management Initiatives letter. Dave referred me to [REDACTED] who will be coordinating the Agency's efforts in this regard. STATINTL</p> <p>Helene tells me that she will be attending a meeting over at OMB on Tuesday afternoon. After that she will have more specific information to pass on. (I mentioned that I will be meeting with our planning officers tomorrow and wanted to brief them on what's what.) The Agency's position is to be as responsive as possible but to argue that very few provisions are applicable or appropriate to the Agency.</p> <p>She told me that a letter has been prepared for Taylor's signature to each of the directorates requesting recommendations by mid-September for DCI objectives and, something new and found in the OMB letter, recommendations for 5 efficiency evaluations studies.</p> <p>Will keep you advised.</p>				
REPLY		SIGNATURE		
		DATE		
[Signature]				
SIGNATURE				
RETURN TO ORIGINATOR				